

REPORTING ADVICE AND CAMPAIGN COMMUNICATION DISCLOSURE

Find more information at
www.maine.gov/ethics

HOW TO REPORT REIMBURSEMENTS

To report a reimbursement to you, a volunteer or campaign worker for a campaign-related expenditure:

- Enter the name of the **vendor** who provided the goods or services in the **"Payee"** section,
- Then enter the name of the **person reimbursed** in the **"Remark"** section.
- If the reimbursement is for mileage only, just enter the name of the person reimbursed in the "Payee" section.

For example, if you reimburse a volunteer, Jane Smith, for office supplies purchased at ABC Supplies: *ABC Supplies is entered as the payee and a note in the remark section may say: "Reimbursed Jane Smith for office supplies."*

Remember to get invoices and receipts from volunteers and campaign workers for expenditures of \$50 or more. Your treasurer must keep campaign records for 2 years after the last campaign finance report is filed in December.

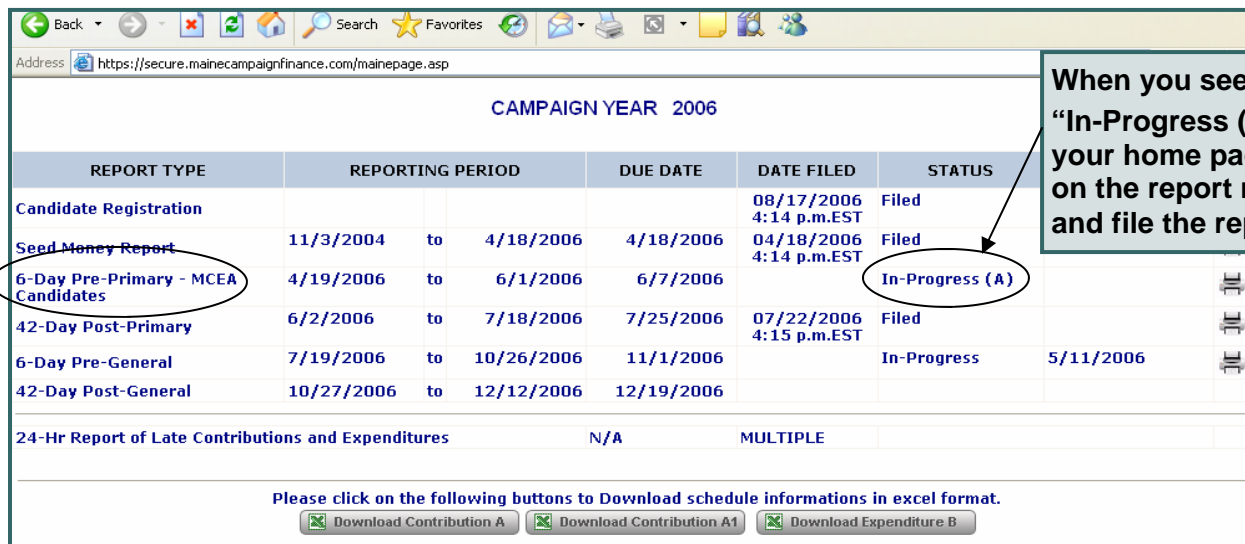
DISCLOSURE ON CAMPAIGN COMMUNICATIONS

Disclosure statements must include:

- "authorized by" followed by the name of the candidate or "the candidate" (when the candidate's full name is clearly stated in the communication)
- "and paid for" followed by the name and address of the person or committee paying for the communication.
- The simplest statement to use is:

***"Paid for and authorized by
Barbara Jones, 123 Street, City,
Maine"***

KEEPING REPORTS FILED



Address: <https://secure.maine.campaignfinance.com/mainepage.asp>

CAMPAIGN YEAR 2006

REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS
Candidate Registration			08/17/2006 4:14 p.m. EST	Filed
Seed Money Report	11/3/2004 to 4/18/2006	4/18/2006	04/18/2006 4:14 p.m. EST	Filed
6-Day Pre-Primary - MCEA Candidates	4/19/2006 to 6/1/2006	6/7/2006		In-Progress (A)
42-Day Post-Primary	6/2/2006 to 7/18/2006	7/25/2006	07/22/2006 4:15 p.m. EST	Filed
6-Day Pre-General	7/19/2006 to 10/26/2006	11/1/2006		In-Progress
42-Day Post-General	10/27/2006 to 12/12/2006	12/19/2006		
24-Hr Report of Late Contributions and Expenditures		N/A	MULTIPLE	

Please click on the following buttons to Download schedule information in excel format.

[Download Contribution A](#) [Download Contribution A1](#) [Download Expenditure B](#)

When you see: "In-Progress (A)" on your home page, click on the report name and file the report.

If you receive a call from the Commission requesting that you "file" or "re-file" one of your campaign finance reports, it is because that report has an **"In-Progress (A)"** status on your home page. "In-Progress (A)" means that the report has been filed but is in the process of being amended.

All candidates are responsible for filing reports on time and re-filing after amending them. A simple way to stay in compliance is to always return to your home page before logging out of the system. This allows you to check the status of your reports and file any "In-Progress (A)" reports.